

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, November 10, 2011 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management:
 - A. Financial Report
 - B. Recommendation to Increase the No-Show Fee at the Med-Point Clinics
5. General Fund Budget Amendments:
 - A. Juvenile Court
 - B. Fire & Rescue
 1. Budget Amendment
 2. Request Approval to Apply for Liberty Mutual's Be Fire Smart Fire Safety Pledge Program and Firehouse Subs Public Safety Foundation Grant
 - C. Pet Adoption & Welfare Services
 1. Budget Amendments (3)
 2. Approve Grant Contract with Tennessee Department of Health
 - D. Agriculture Extension (2)
 - E. Sheriff's Department
 1. Budget Amendments (2)
 2. Approve Grant Contract with Tennessee Department of Transportation
 3. Approve Fee for In-House Blood Draw from Inmates at the Jail Facility Relative to DUI Cases
6. DEA Special Purpose Fund Budget Amendment
7. Highway Fund Budget Amendment
8. Recommendations from Property Management Committee & Public Safety Committee Regarding the Jail Kitchen Renovation and Expansion
9. Resolution Authorizing Funding for the Sheriff's Department Dispatch Office
10. Resolution Authorizing Funding for the Brick Repair at the Rutherford County Sheriff's Department
11. Recommendation Approving the Construction Budget for Stewarts Creek High School
12. Recommendation Approving the Construction Budget for Eagleville Phase II Addition
13. School Building Program Budget Amendments
14. Debt Management Policy
15. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the October 6, 2011 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending October 31, 2011.
4. **Risk Management:**
 - A. The Risk Management Director will present the monthly Insurance Financial Report.
 - B. The Risk Management Director will be presenting a recommendation from the Risk Management Committee to increase the No-Show fee at the Med-Point Clinics to \$25.00 effective January 1, 2012 beginning with the first missed appointment. If an appointment is cancelled, it must be cancelled before 7:00 A.M. of the day of the appointment, or a \$25 missed appointment charge will be deducted from the employee's check with no grace period allowed.
5. **General Fund Budget Amendments:**

- A. The Juvenile Court Judge will be requesting approval of the following budget amendment to provide additional funding to employ additional part-time court officers to provide security. This amendment corrects the amendment presented last month:

From: 101-34520 - - CTSEC – Restricted for Admin. of Justice - \$10,095

To:	101-53500-169 – Part Time Personnel -	\$ 9,360
	101-53500-201 – Social Security -	585
	101-53500-212 – Employer Medicare -	150

- B. Fire & Rescue:
 1. The County Fire Chief will be requesting approval of the following budget amendment to provide adequate funding for the Gasoline Account utilizing funds from the pooled gasoline account in the Miscellaneous Category:

From: 101-58900-425 – Miscellaneous/Gasoline - \$ 3,000

To: 101-54320-425 – Fire & Rescue/Gasoline - \$ 3,000

2. The County Fire Chief will be requesting approval to apply for Liberty Mutual's Be Fire Smart Fire Safety Pledge program. Liberty Mutual will be giving away ten \$10,000 grants to fire departments in communities across the U.S. that displays a commitment to fire safety.

The County Fire Chief will be requesting approval to apply for a Firehouse Subs Public Safety Foundation Grant. The request cannot exceed \$20,000 with the average donation being worth \$10,000.

Neither grant requires any matching funds.

- C. Pet Adoption & Welfare Services:
 1. The PAWS Director will be requesting approval of the following budget amendments to transfer \$15,000 from the Supervisor Account to Overtime Pay and Part-Time Personnel; to transfer \$4,000 from Drugs & Medical Supplies to Veterinary Services due to paying private vets for surgeries while the surgical area is constructed; and to transfer \$1,000 from Office Supplies to Maintenance Agreements due to an increase in the cost of the software contract for Chameleon shelter software:

From: 101-55120-105 – Supervisor - \$15,000

To:	101-55120-169 – Part-Time Personnel -	\$ 7,500
	101-55120-187 – Overtime Pay -	7,500

Explanation of Agenda Items (cont'd)

From: 101-55120-413 – Drugs & Medical Supplies - \$4,000
To: 101-55120-357 – Veterinary Services - \$4,000

From: 101-55120-435 – Office Supplies - \$1,000
To: 101-55120-334 – Maintenance Agreements - \$1,000

2. The PAWS Director will be requesting approval of a Grant Contract with the Tennessee Department of Health in the amount of \$3,000 for the provision of low cost sterilization of dogs and cats. The grant requires no matching funds.

- D. To help facilitate the farmer's market, the Agriculture Extension Director will be requesting approval to change secretary position 1649 (grade 2, step 6) to a Farmer's Market Manager (grade 4, step 2). TSU has agreed to fund the secretary position at 100%, which will enable the county to change this position. Because the secretary position has been vacant since October 17, funds are available in the existing budget to pay for the upgraded position. The effect on the 2012-2013 budget will be an increase of approximately \$2,700, which will be offset by a reduction in the part-time employee budget of \$2,700 effective 11/11/11. Approval of the following budget transfer will be requested to accomplish the change in personnel:

From: 101-57100-161 – Secretary - \$18,400
To: 101-57100-189 – Other Salaries/Wages - \$18,400

The Agriculture Extension Director will be requesting approval of the following budget amendment to transfer the remaining funds from the Capital Projects Fund (Lane Agri-Park) into the General Fund and to appropriate it, along with funds from the Committed for Agriculture & Natural Resources to provide funding for signs, internet service, and a utility tractor:

From: 101-34640 - - AGRI – Committed for Ag & Natural Resources – \$26,849

Increase Revenue: 101-49800 – Transfers In - \$23,271

Increase Expend.: 101-57100-499 – Other Supplies/Materials \$16,120
101-57100-709 – Data Processing Equip. - 22,000
101-57100-790 – Other Equipment - 12,000

- E. Sheriff's Department:

1. The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue from donations into Other Contracts for K9 purchases; and to transfer \$3,986 from the Overtime Pay Account and the related benefits to Office Equipment:

Increase Revenue: 101-44570 – Contributions/Gifts - \$24,000
Increase Expend.: 101-54110-399 – Other Contracted Svc. -\$24,000

From: 101-54110-187 – Overtime Pay - \$ 3,986
101-54110-201 – Social Security - 310
101-54110-212 – Employer Medicare - 72
101-54110-204 – State Retirement - 632

To: 101-54110-719 – Office Equipment - \$ 5,000

2. The Sheriff's Department will be requesting approval of a Grant Contract with the Tennessee Department of Transportation in the amount of

Explanation of Agenda Items (cont'd)

\$74,985.04 for the provision of implementing a highway safety grant.

The grant requires no matching funds

3. The Sheriff's Department will be requesting approval to levy a charge of \$100 per blood draw administered per defendant for the cost of administering and processing the required DUI blood alcohol test. The funds are to be placed on the court costs sheet. Funds collected will be deposited to the County General Fund where they will be reimbursed to the provider of the test.
6. The Sheriff's Department will be requesting approval of the following DEA Special Purpose Fund budget amendment to recognize revenue received from Federal deposits for the month of October and to appropriate \$5,000 for In-Service Training, \$20,000 for uniforms; \$10,000 for Data Processing Equipment; and \$15,000 for Other Equipment. The balance of \$175,435 will go into the Assigned for Public Safety Reserve Account:

Increase Revenue: 121-47700 – Asset Forfeiture Funds - \$225,435

Increase Expend.: 121-54110-196 – In-Service Training -\$ 5,000
121-54110-451 – Uniforms - 20,000
121-54110-709 – Data Processing Equip. 10,000
121-54110-790 – Other Equipment - 15,000

Increase Assigned for Public Safety: 121-34725 - \$175,435

7. The Highway Superintendent will be requesting approval of the following budget amendment to recognize additional revenue from the State for road projects, and to appropriate the additional revenue for State Aid Projects:

Increase Revenue: 131-46420 – State Aid Program - \$578,000

Increase Expend.: 131-68000-726 – State Aid Projects - \$578,000

8. At the October Budget Committee meeting and at the October County Commission meeting, a Resolution was adopted appropriating \$78,000 from the Restricted for Public Safety Account to provide funding for the architect fees for the jail expansion and renovation. Both the Public Safety and Property Management Committees have voted in favor of Option "B" at a cost of \$1,200,000, which adds approximately 2,500 square feet with complete redesign of the kitchen layout. Approval of the following budget amendment will be requested to provide funding for a transfer to the General Capital Projects Fund for the jail kitchen expansion and renovation:

From: 101-34585 – Restricted for Capital (Development Tax) - \$272,800

101-34525 - -JWC – Restricted for Public Safety - 927,200

To: 101-99100-590 – Transfers Out - 1,200,000

9. At the October 6 Budget Committee a Resolution was approved and forwarded to the County Commission appropriating \$350,000 from the Restricted for Capital Account (Development Tax) to provide funding to replace the radio equipment and consoles in the Dispatch Office at the Sheriff's Department. At the Purchasing Committee meeting on November 2, the bid was awarded at a total cost including cabling of \$510,000. A revised Resolution will be presented for approval to provide funding of \$510,000 from the Restricted for Capital Account (Development Tax) as a transfer to the General Capital Projects Fund to upgrade the Dispatch Office at the Sheriff's Department. As a reminder the Emergency Communications District Board has voted to contribute \$215,000 to the project reimbursing the county upon receiving copies of invoices:

Explanation of Agenda Items (cont'd)

From: 101-34585 – Restricted for Capital -	\$510,000
To: 101-99100-590 – Transfers Out -	\$510,000

10. At the October 11 Purchasing Committee meeting the bid was awarded to Williams Restoration at a cost of \$215,152 for the brick repair at the Sheriff's Department. Approval of the following budget amendment will be requested to transfer \$215,152 from the Restricted for Public Safety Account to the General Capital Projects Fund to provide funding for the brick repair:

From: 101-34525 - - JWC – Restricted for Public Safety -	\$215,152
To: 101-99100-590 – Transfers Out -	\$215,152

11. The Director of Schools will be requesting approval of the line item construction budget for the Stewarts Creek High School totaling \$46,344,102.
12. The Director of Schools will be requesting approval of the line item construction budget for the Eagleville Phase II Addition totaling \$3,704,825.
13. The Director of Schools will be requesting approval of the following School Building Program Budget Amendments to provide \$1,544,976 toward funding the cost of the Eagleville Phase II addition:

From: Rockvale Middle School -	\$ 88
Oakland Middle School -	169,049
Whitworth-Buchanan Middle School -	183,967
New Elementary School -	1,191,872
To: Eagleville Phase II Addition -	\$1,544,976

14. The Finance Director will be requesting approval of a Debt Management Policy. State officials have been reminding local governments that they must develop or revise their debt management policies to conform to standards issued by the State Funding Board. The Board has agreed to require governments that want to borrow money to adopt policies no later than December 31, 2011.
15. Other Business